

Policy Name: Student Tuition and Fees Obligations

Approval Authority: RBHS Chancellor

Originally Issued: 07/01/87

Revisions: 10/04/10, 4/22/2013

1. **Who Should Read This Policy**

All Rutgers University students within Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, Graduate School of Biomedical Sciences, School of Public Health, and School of Nursing (former UMDNJ School of Nursing).

2. **Related Documents (refer to policies.rutgers.edu for additional information)**

Academic Calendar 10.2.6

3. **The Policy**

1. The Office of Student Accounting, Billing, and Cashiering shall ensure that, by the due date, defined as the start date of the semester at the RBHS School/program in which they are enrolled or intend to enroll, all students have paid tuition and fees, or have established an installment payment plan (see section IV.5.), or have demonstrated a commitment to pay as verified by the Financial Aid Office. The establishment of the start and end dates of the semester at each RBHS School or program and the procedure for communicating these dates to the Office of Student Accounting, Billing, and Cashiering shall be in accordance with the University policy on Academic Calendars. The billing invoice will be mailed thirty (30) days prior to the due date. RBHS students admitted to the University after the date that billing invoices are normally mailed by the School will have tuition due by the start of the semester. The RBHS Schools can make the determination to allow students a thirty-day grace period from the start date of classes to pay their tuition and fees.

The cashier assigned to each RBHS School is responsible for the collection of tuition and fees.

2. A student's financial obligation will be conditionally (pending receipt of funds) reduced by the amount of accepted financial aid on record at the time of issuance of the billing invoice. Those students awarded financial aid will not receive any refunds of such aid until their account reflects a credit balance. Upon request, students who demonstrate that they will face personal hardship if all or part of their initial financial aid is used to satisfy their initial financial obligations to the University may receive a one-time refund of financial aid only in the first semester of enrollment at the University, and only if the total amount of the award less loan-processing fees exceeds the student's financial obligation for that semester. Thereafter, continuing students may not receive a refund of financial aid until their account reflects a credit balance.

- ~~3.~~ Upon request, those students not receiving financial aid or receiving aid that is less than the total cost of tuition and fees may make arrangements with the appropriate Cashier's Office to pay each term's tuition and fees on an installment payment plan. Eligibility for participating in this plan will be determined by the Office of Student Accounting, Billing, and Cashiering. Such requests must be received on or before the due date for each semester's tuition and fees. To participate in the installment plan, the student must execute a Tuition Repayment Promissory Note.

4. The Office of Student Accounting, Billing, and Cashiering shall notify the Associate Dean or equivalent in October of those students who have an outstanding financial obligation for the Fall Semester, and send updated reports about these students weekly through the first week of November; for the Spring Semester, notification to the Associate Dean or equivalent will be sent in March, with weekly updates through the first week of May. The Office of Student Accounting, Billing, and Cashiering shall also notify the Associate Dean or equivalent of two or more missed payments under any installment payment plan in effect. Upon notification by the Office of Student Accounting, Billing, and Cashiering, the Associate Dean or equivalent shall notify the student, in writing, that the student's account is in arrears and that the student may be subject to administrative penalty unless appropriate arrangements are made for immediate payment. In the event that there are mitigating circumstances known to the Associate Dean or equivalent, the Office of Student Accounting, Billing, and Cashiering will be so informed and administrative actions may be delayed. If payment remains outstanding, the Office of Student Accounting, Billing, and Cashiering shall place encumbrances on student accounts in mid-November for the Fall term or early-May for the Spring term, or following two or more missed payments under an installment payment plan. Such encumbrances may result in withholding of transcripts, grades and/or diplomas; withholding of academic credit; barring of advancement to the next academic term; and/or other administrative actions. The Office of Student Accounting, Billing, and Cashiering issue a letter to students who have an outstanding financial obligation notifying them that an encumbrance has been placed on the account and advising these students to immediately contact the Cashier's Office to arrange payment. A copy of the letter shall be sent to the Associate Dean or equivalent and the School's Registrar. The Associate Dean or equivalent shall again notify such students that they may be subject to administrative penalties unless there is payment in full. If the student fails to comply with this final notice, the Associate Dean or equivalent shall take appropriate action.

5. Students with accounts in arrears who have an inactive academic status, i.e., Withdrawal, Dismissal, Suspension or Leave of Absence, will have their accounts submitted for collection by a collection agency thirty days after the recording of the inactive status in the student information system. The Office of Student Accounting, Billing, and Cashiering will inform the student in writing that the over-due account will be placed into collection in 15 days unless payment is made in full or arrangements are made for an installment payment plan. Copies of this letter will be sent to the appropriate Associate Dean or equivalent, the School's Registrar and the appropriate campus Financial Aid Office.